

Biography



Sandra Passailaigue was raised in San Antonio, Texas where she graduated from Robert E. Lee High School. She has two children and four beautiful grandchildren. Her family attends Concordia Lutheran Church where she has served on the Funeral Meals Ministry since 2007.

Sandra was appointed City Secretary on April 7, 2014. Prior to becoming Leon Valley's City Secretary, she served as City Secretary for the City of Shavano Park for 9 years and as City Administrator for the City of Natalia for about a year and a half.

Sandra attended San Antonio College where she planned to graduate and become an RN. Oncology is her favorite area but most of her 18 years were spent as Director of Medical Records. Sandra's passion for records is what lead her to a career move to become a City Secretary.

Sandra graduated as a Texas Registered Municipal Clerk in 2010 from the University of North Texas, recertified in January of 2015, and received her second recertification on January 29, 2020.

Sandra has been an active member of the Texas Municipal Clerks Association (TMCA) since 2007 and has served on the Scholarship Committee (2011, 2014, 2015), the Nominating Committee (2012, 2019), and was just appointed to serve on the Municipal Clerk of the Year Committee (2020).

Sandra is also a proud member of the Alamo Chapter, TMCA where she served as President (2015, 2016, 2017, 2018), Secretary (2011, 2012), Communications/Membership Chairman (2012, 2013), Bylaws Chairperson (2010), Bylaws Member (2009), one year on the Banquet Committee (2010), Scholarship Committee (2014), TML Booth Committee (2019), and Nominating Committee (2020).

Sandra has received the Norma Rodriguez Scholarship (2008, 2016), the Alamo Chapter TMCA City Clerk of the Year Award (2011), and the McCreary Veselka Bragg & Allen Scholarship (2017).